

# Franklin County Business License Application

P.O. Box 594 • Frankfort, KY 40602 • (502) 875-8709 •

## Instructions:

- \* Return the completed application and enclose \$10 for the initial license fee.
- Note - Non-profit organizations are not required to pay the initial \$10; however the organization must withhold 1% on applicable employees.
- \* Withhold 1% of gross salaries per pay period per applicable employee.
- \* If you have employees you will need to file a *Quarterly Return* with Franklin County Government. (*Quarterly Returns* are mailed to you prior to the end of each quarter.)

Business Name \_\_\_\_\_ Federal ID \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Alternate Phone Number ( ) \_\_\_\_\_

Applicant Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Contact Name (if different than above) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Date work started in Franklin County \_\_\_\_\_

Location of work in Franklin County \_\_\_\_\_

Will you have employees? (circle one) YES NO If Yes how many? \_\_\_\_\_

What type of tax year do you operate? Calendar (1/1 - 12/31) \_\_\_\_\_ Fiscal Year (7/1 - 6/30) \_\_\_\_\_

Circle type of ownership Sole Proprietor Non-Profit Partnership Other \_\_\_\_\_

If a partnership, list names and addresses:

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If a Corporation, list officers and titles:

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Make Check Payable to: Franklin County Treasurer**

**Mail Application and Check to:**

Franklin County Occupational Tax Collector  
P.O. Box 594  
Frankfort, KY 40602

Questions? Please call (502) 875-8709  
Business Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

## FOR OFFICE USE ONLY

Business ID \_\_\_\_\_  
License Date \_\_\_\_\_  
Account Code \_\_\_\_\_  
Description Code \_\_\_\_\_  
Planning & Zoning Approval \_\_\_\_\_  
Home Office Only \_\_\_\_\_  
Date \_\_\_\_\_